Personal Productivity Power-Up

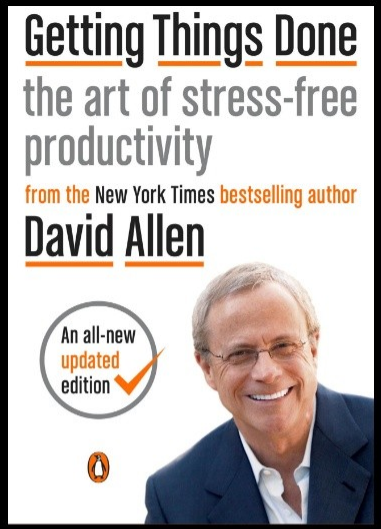
Ryan M. Harvey, MD

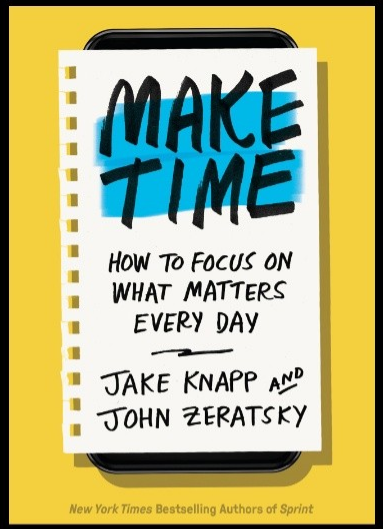
President, Radiology Associates of Florida

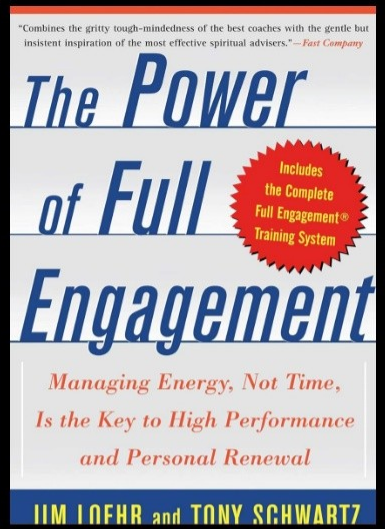
Genesis Division Representative, Executive Committee

#Organize #Prioritize #Do #Focus

about this session


Getting Things Done
the art of stress-free productivity
from the New York Times bestselling author
David Allen
An all-new updated edition


MAKE TIME
HOW TO FOCUS ON WHAT MATTERS EVERY DAY
JAKE KNAPP AND JOHN ZERATSKY
New York Times Bestselling Authors of Sprint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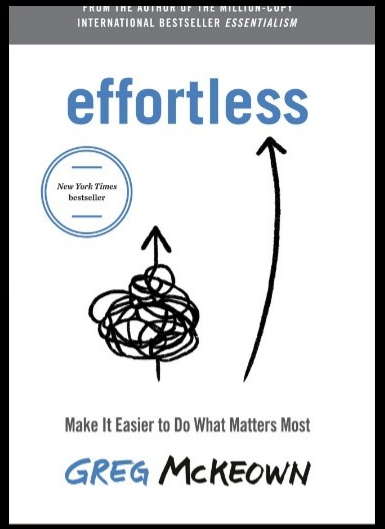
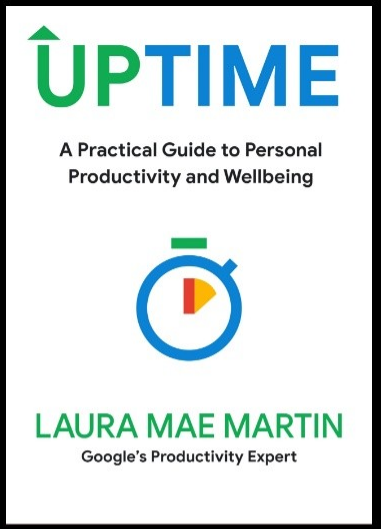
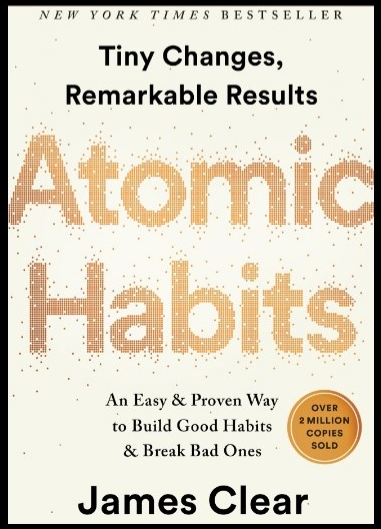
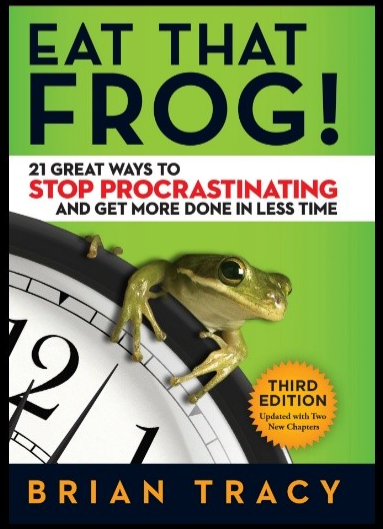
Managing Energy, Not Time, Is the Key to High Performance and Personal Renewal
JIM LOEHR and TONY SCHWARTZ

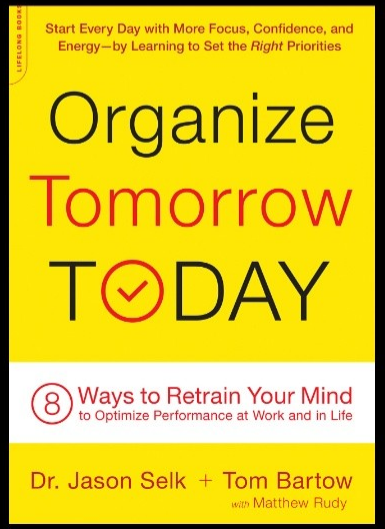

FROM THE AUTHOR OF THE MILLION-COPY INTERNATIONAL BESTSELLER ESSENTIALISM
effortless
New York Times bestseller
Make It Easier to Do What Matters Most
GREG McKEOWN

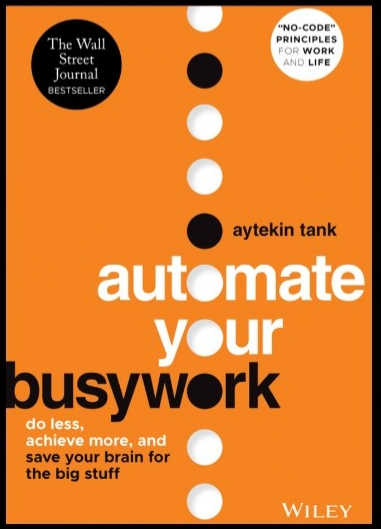

UPTIME
A Practical Guide to Personal Productivity and Wellbeing
LAURA MAE MARTIN
Google's Productivity Expert


NEW YORK TIMES BESTSELLER
Tiny Changes, Remarkable Results
Atomic Habits
An Easy & Proven Way to Build Good Habits & Break Bad Ones
OVER 2 MILLION COPIES SOLD
James Clear


EAT THAT FROG!
21 GREAT WAYS TO STOP PROCRASTINATING AND GET MORE DONE IN LESS TIME
THIRD EDITION
Updated with Two New Chapters
BRIAN TRACY

THE ONE THING
THE SURPRISINGLY SIMPLE TRUTH BEHIND EXTRAORDINARY RESULTS
GARY KELLER
WITH JAY PAPASAN


Start Every Day with More Focus, Confidence, and Energy—by Learning to Set the Right Priorities
Organize Tomorrow TODAY
8 Ways to Retrain Your Mind to Optimize Performance at Work and in Life
Dr. Jason Selk + Tom Bartow
with Matthew Rudy


The Wall Street Journal BESTSELLER
"NO-CODE" PRINCIPLES FOR WORK AND LIFE
aytekin tank
automate your busywork
do less, achieve more, and save your brain for the big stuff
WILEY

An Array of Tactics

TACTIC

Watch for this icon!

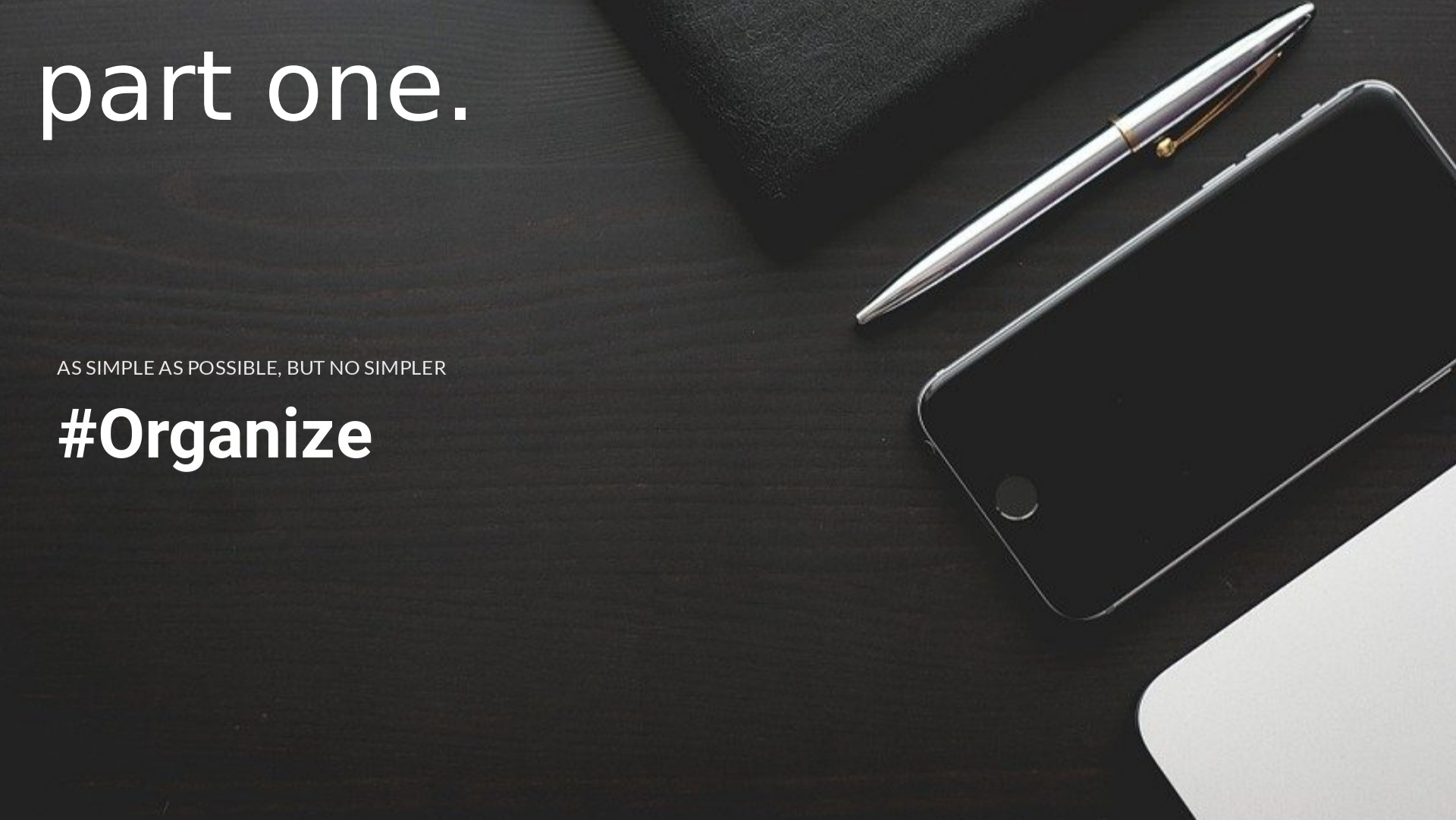
productivity

IS 4 DIFFERENT SKILLS

part one.

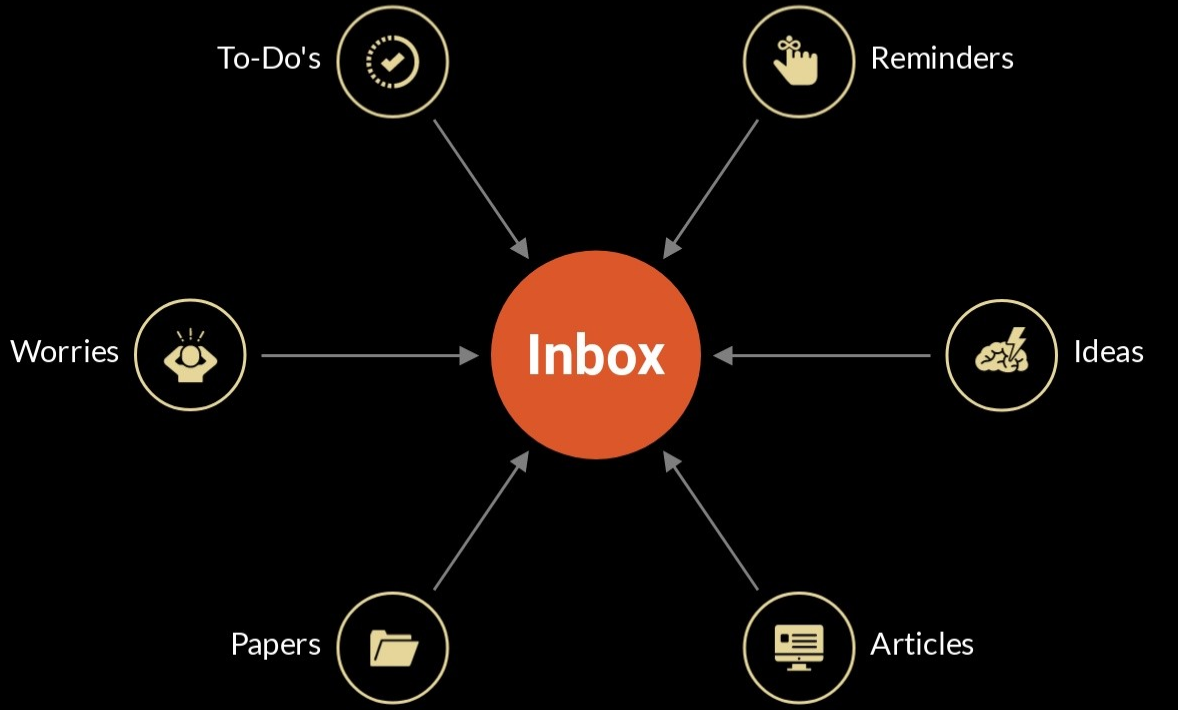
AS SIMPLE AS POSSIBLE, BUT NO SIMPLER

#Organize



TACTIC

Capture Everything Worth Keeping

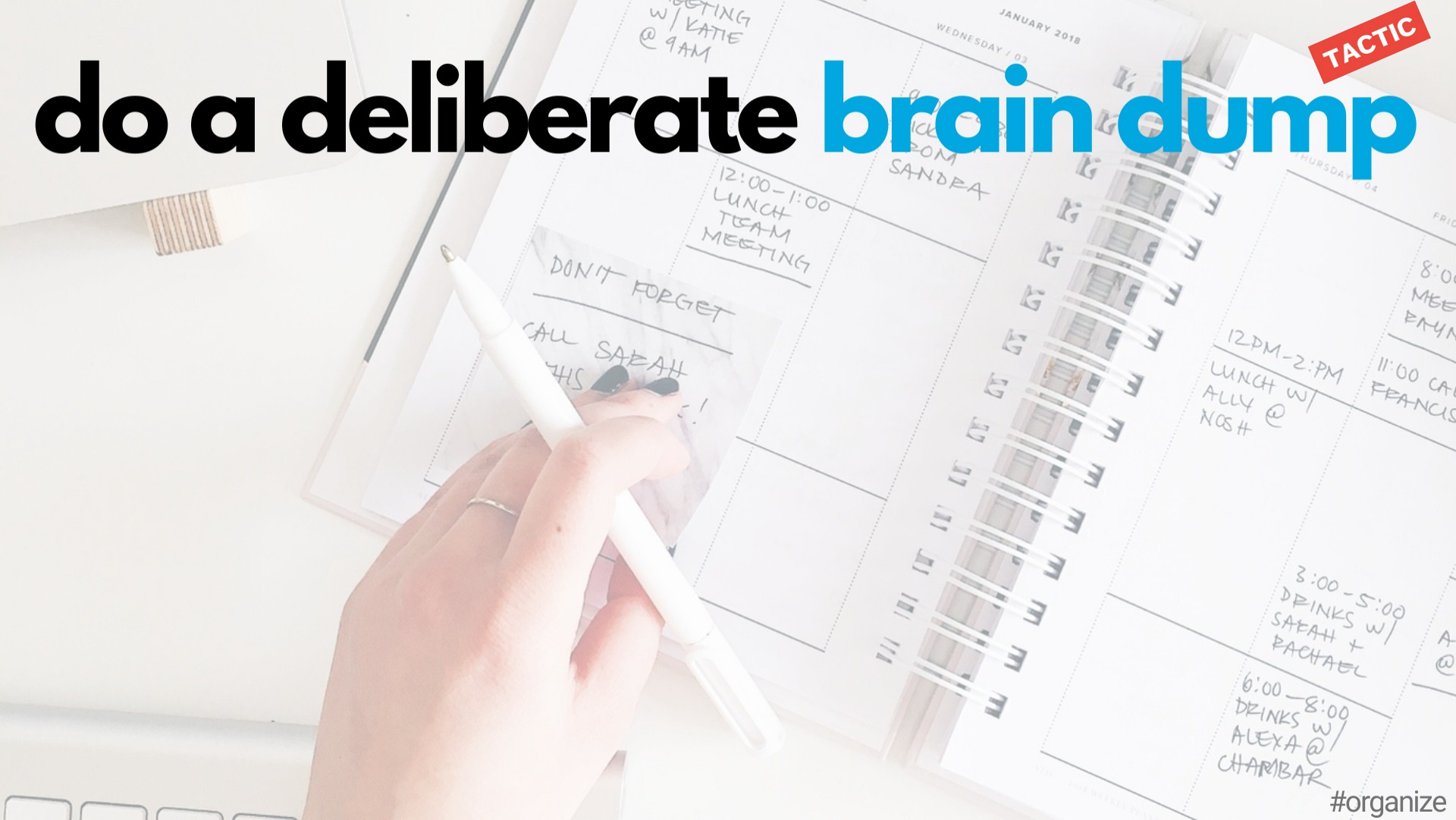


Tip: Do a periodic brain dump

#organize

Always have an inbox handy

#organize


do a deliberate brain dump
TACTIC
JANUARY 2018
WEDNESDAY / 03
12:00-1:00
LUNCH
TEAM
MEETING
SANDRA
DON'T FORGET
CALL SARAH
12PM-2:PM
LUNCH W/
ALLY @
NOSH
3:00-5:00
DRINKS W/
SARAH +
RACHAEL
6:00-8:00
DRINKS W/
ALEXA @
CHAMBAR
#organize

Find creativity in TACTIC Zen spaces

#organize

Inbox Tips

Rapid capture of unformed ideas

Get it out of your head and into your inbox

Not a To-Do list

○ Inbox

Offer terms - JH

Houseplants

Adjudicate August bonuses

Project idea - orientation

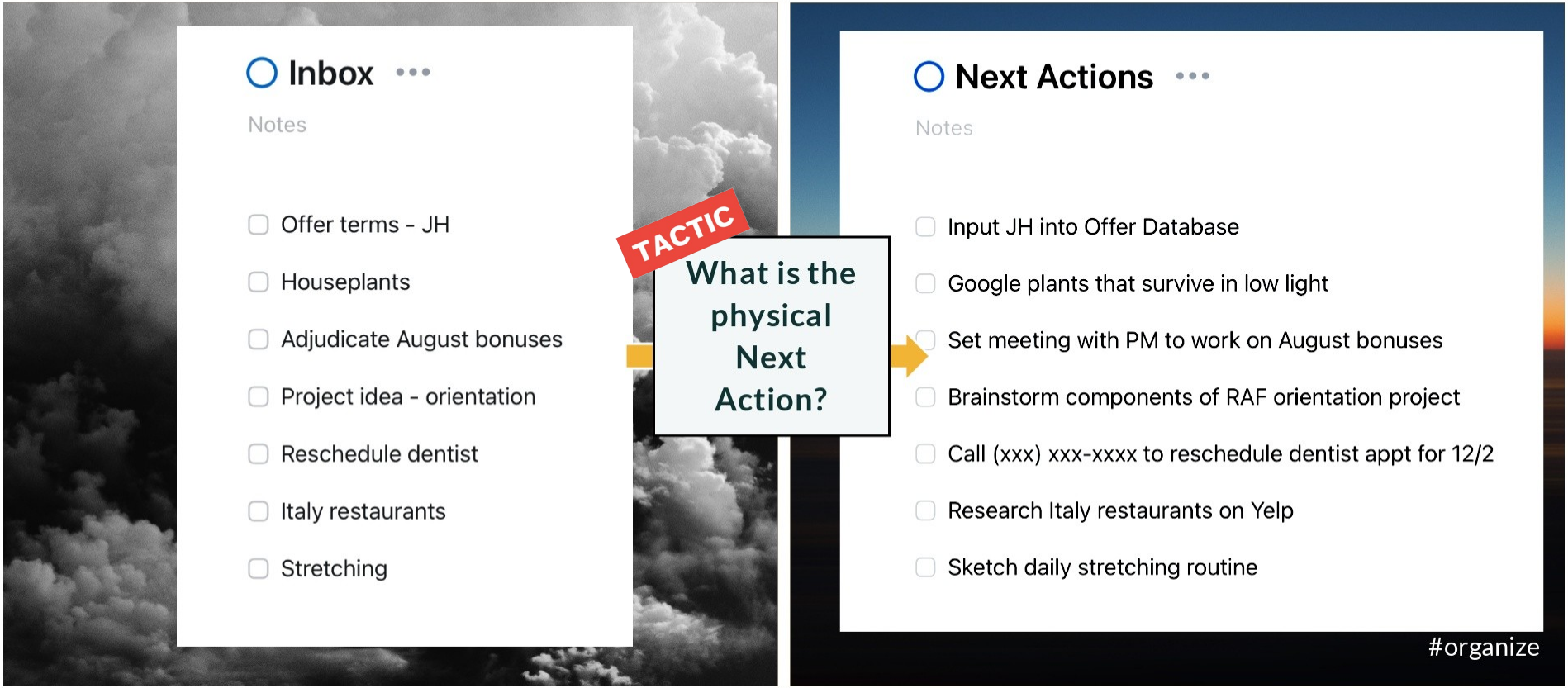
Reschedule dentist

Italy restaurants

Stretching

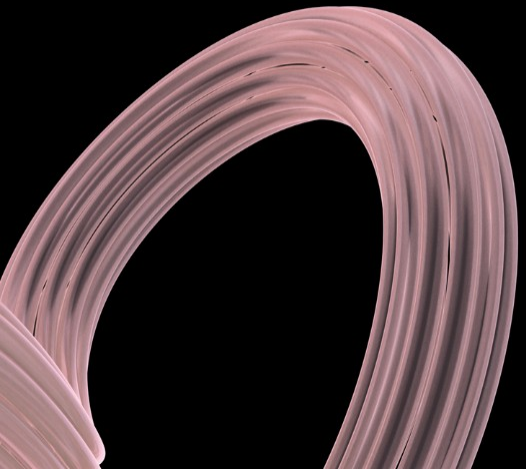
#organize

Clarify all captured inbox items into Actions



UNCLARIFIED ACTION LIST

1. Officer Elections
2. Recruiting
3. Budget
4. Skip-level meeting



CLARIFIED ACTION LIST

1. Draft ballot for officer elections
2. Outline slide deck for recruits
3. Proofread P&L spreadsheet
4. List goals for meeting with CEO

#organize

TACTIC

The 2-Minute Rule

As you process your inbox, if an action would take 2-minutes or less, just do it now.

Any action with a specific time goes on the calendar alongside events

#organize

For all deferred actions, keep them on lists
#organize

“Lists are the heartbeat of productivity.”

Laura Mae Martin
Google's Productivity Expert

Google

#organize

For actions you defer, keep them on a list of Next Actions across every project and area of responsibility in your life

TACTIC

Divide your Action List by Context

- **Computer**
  - Email project plan to directors
  - Red-line contract
- **Calls**
  - Call Brandis re: retention plan
  - Reschedule dentist
- **Errands**
  - Pick up 2x4's
- **Quick**
  - Read news article on MIPS
  - Order birthday gift

#organize

#organize

TACTIC

For actions you delegate, keep a Waiting For list

#organize

Finally, keep a Project List containing all of your multi-step goals

#organize

Projects vs Actions

Keep these separate. One uses your "Commander Mode" and one uses your "Soldier Mode"

Projects

An outcome, not an action

Multiple steps

Has a goal and a deadline or timeframe

e.g. "Dinner Party"

e.g. "2023 Budget"

e.g. "New rad onboarding"

Actions

Starts with a verb

A discrete physical step

e.g. "Draft invite list for dinner party"

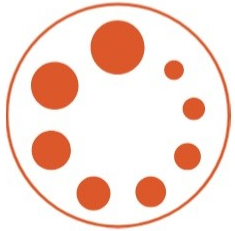
e.g "Forecast moonlighting expense"

e.g. "Set intro meeting with new rad"

Your Three Key Lists

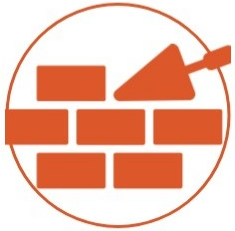
Next Actions

- Email PD to request contract terms
- Book travel for Houston meeting
- Sketch outline for interview rubric
- Pick up prescription



Waiting For

- Tara - get commitments from EC - 9/7
- LPB - moonlighting proposal - 9/9
- PD - confirm RCM performance - 9/10



Projects

- Onboarding Process
- Dinner Party
- 2023 Tax Return

#organize

one last note on #organization

Why should we spend time doing any of this?

HUMAN WETWARE

Our Brain

Parallel thought
Intuitive
Creative
Distractible
Emotional

HUMAN SOFTWARE

Our Lists

Serial thought
Efficient
Dutiful
Focused
Dispassionate

#organize

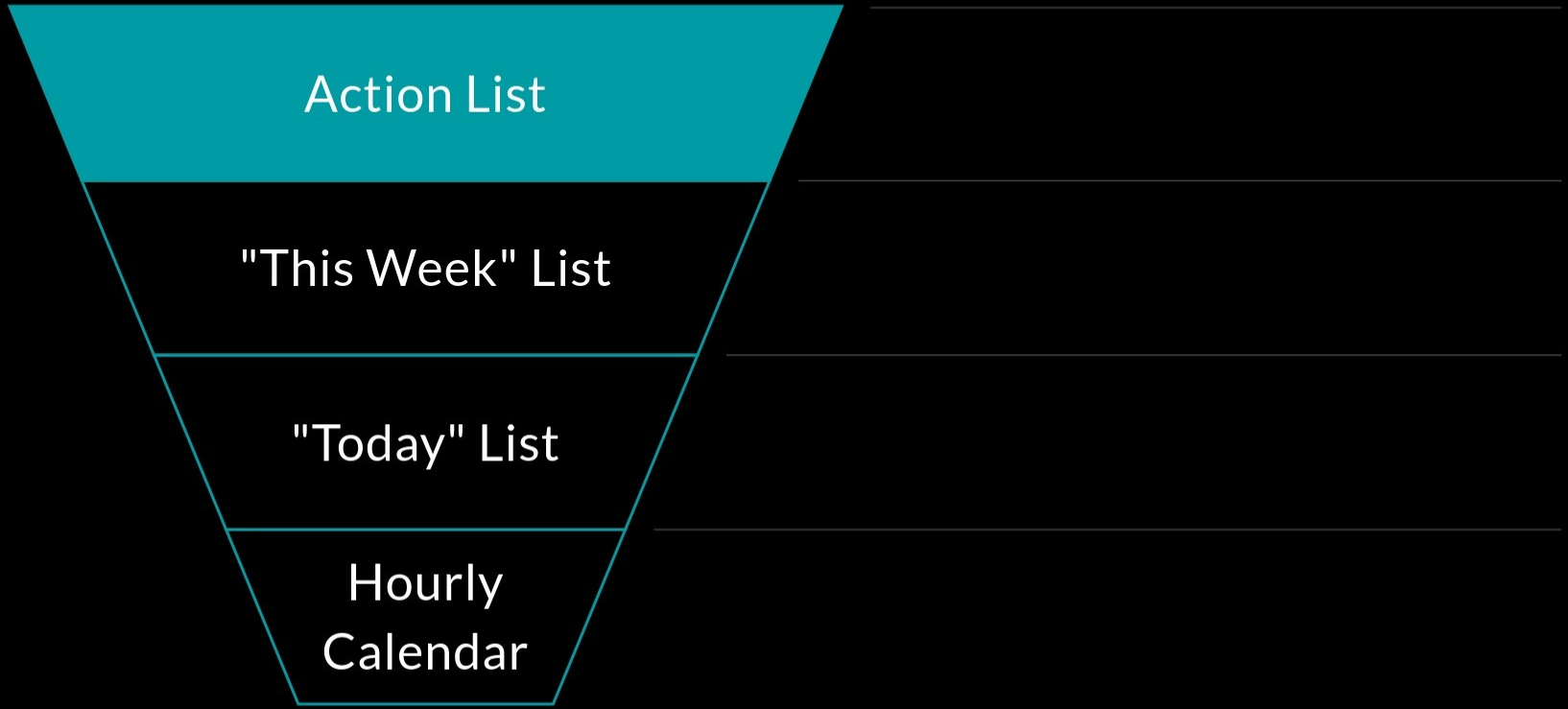
Capture Everything
Periodic Brain Dump
Creativity in Zen Spaces
What's the Physical Next Action?
Keep a "Waiting For" List
Keep a "Quick" List

part two.

What to do next?

The List Funnel

TACTIC



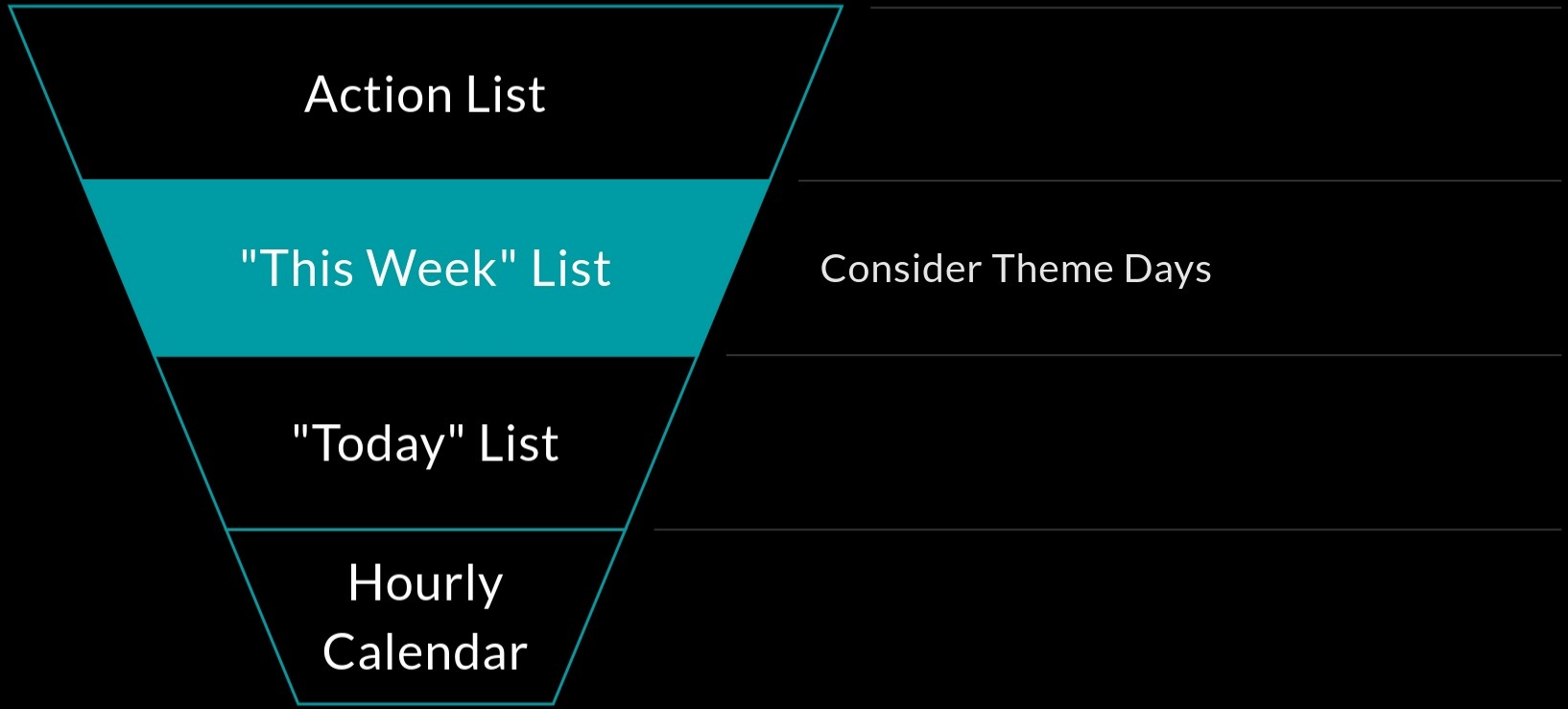
#prioritize

The List Funnel

TACTIC

#prioritize

The List Funnel



#prioritize

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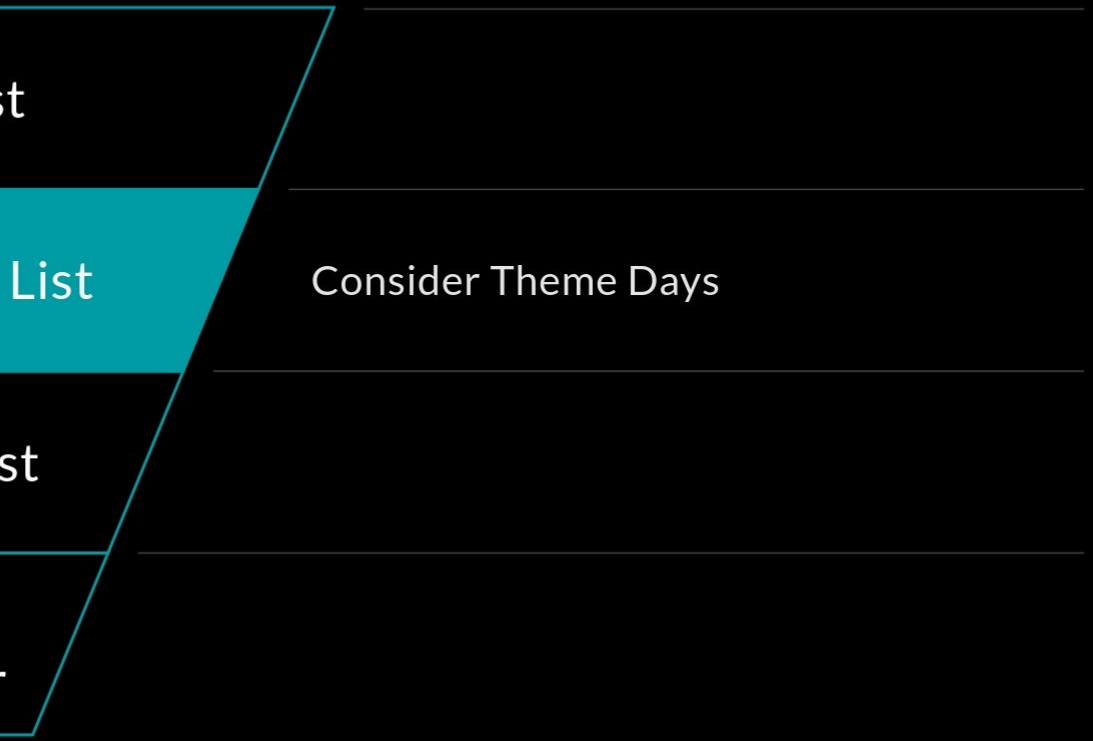
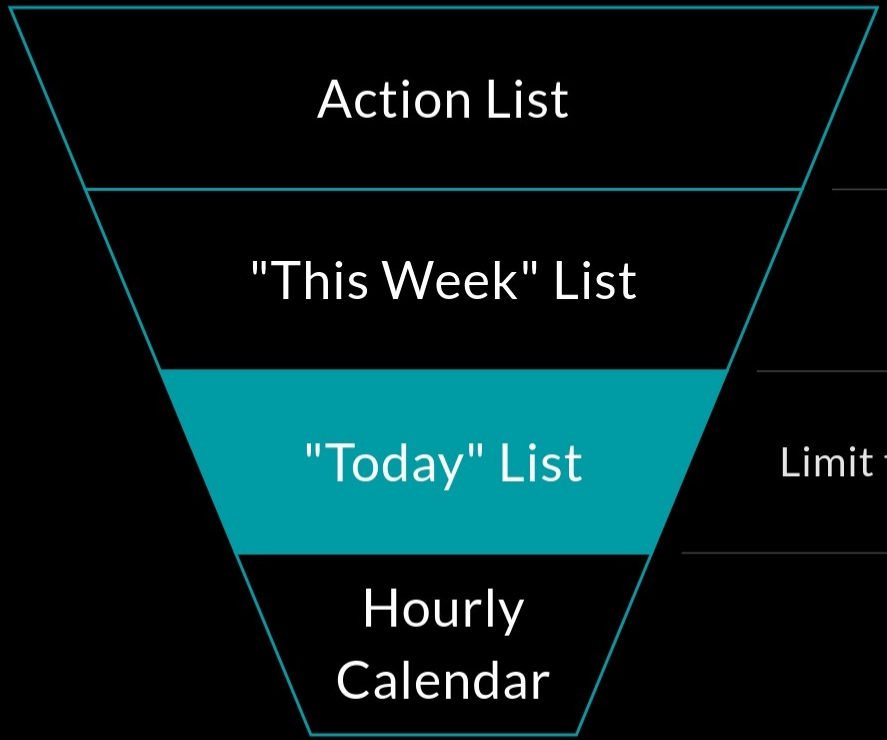


M: Client projects
T: Recruiting projects
W: Clinical projects
Th: Culture projects
F: Clean-up

#prioritize

The List Funnel



Limit to 3 meaningful tasks, if possible

#prioritize

nel

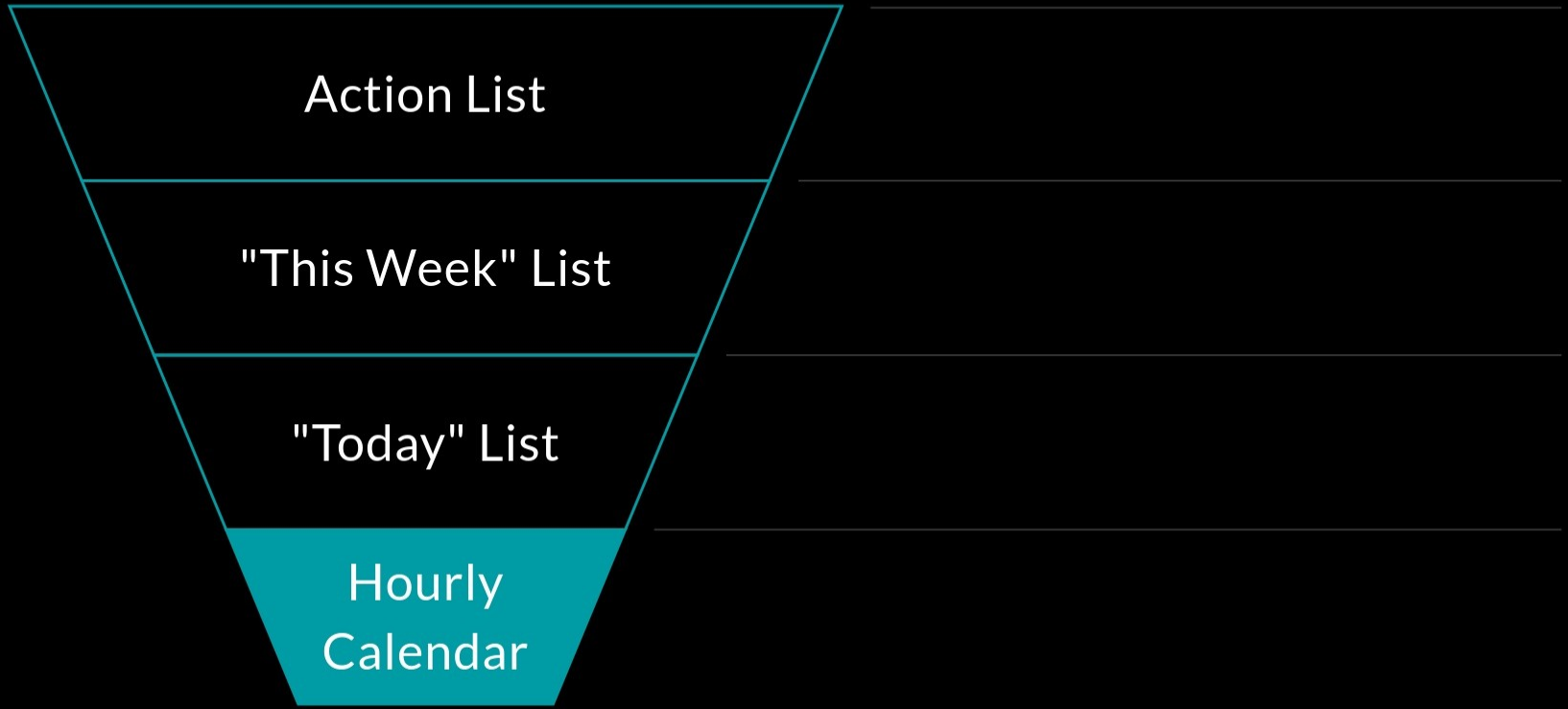
Limit to 3 meaningful tasks, if possible

> Being busy is a waste of time. Being productive is the goal.

Dr. Jason Selk
Performance Coach and Sports Psychologist

#prioritize

The List Funnel



#prioritize

Hourly Calendar

8:00am

8:30am

9:00am

9:30am

10:00am

10:30am

11:00am

11:30am

12:00pm

12:30pm

1:00pm

1:30pm

2:00pm

2:30pm

3:00pm

3:30pm

4:00pm

4:30pm

5:00pm

5:30pm

6:00pm

6:30pm

7:00pm

Hourly Calendar

First, plug in your scheduled events

This is the unchangeable “hard landscape” of your day

#prioritize

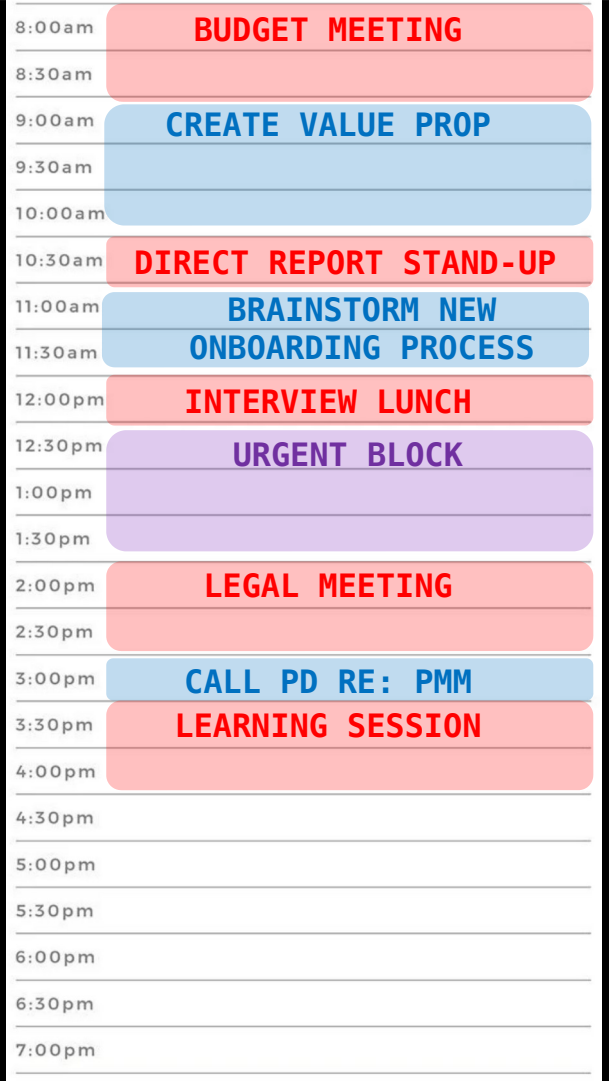
Hourly Calendar

TACTIC

Create scheduled appointments for your unscheduled tasks

#prioritize

Hourly Calendar



TACTIC

Create scheduled appointments for your unscheduled tasks

TACTIC

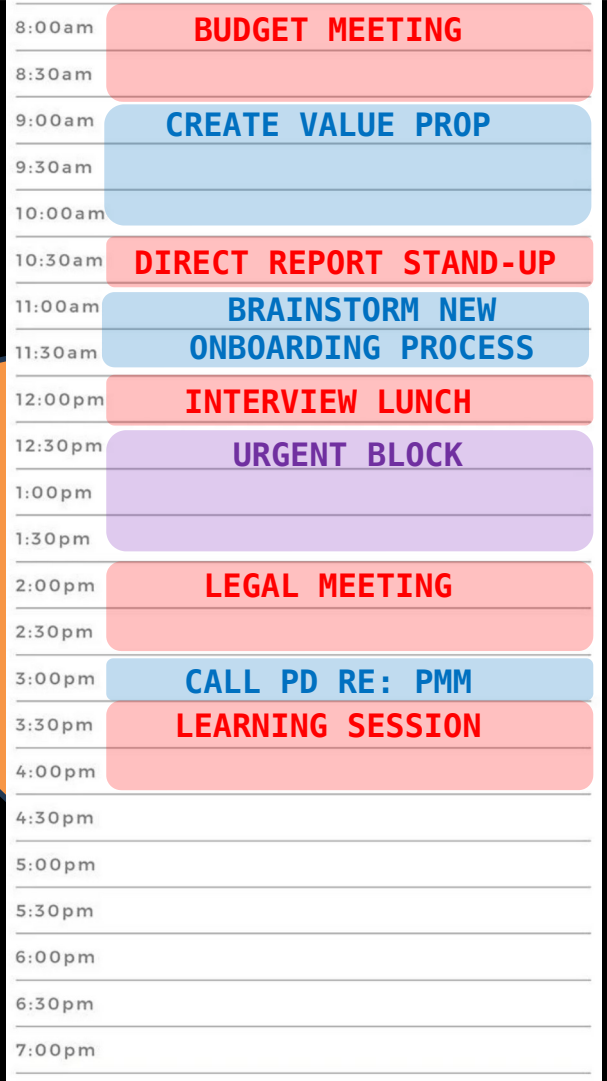
Schedule an Urgent Block for fighting fires

#prioritize

Hourly Calendar

TACTIC

Lifehack: Try 15-minute time increments. The smaller your time increment, the more time you'll create.



TACTIC

Create scheduled appointments for your unscheduled tasks

TACTIC

Schedule an Urgent Block for fighting fires

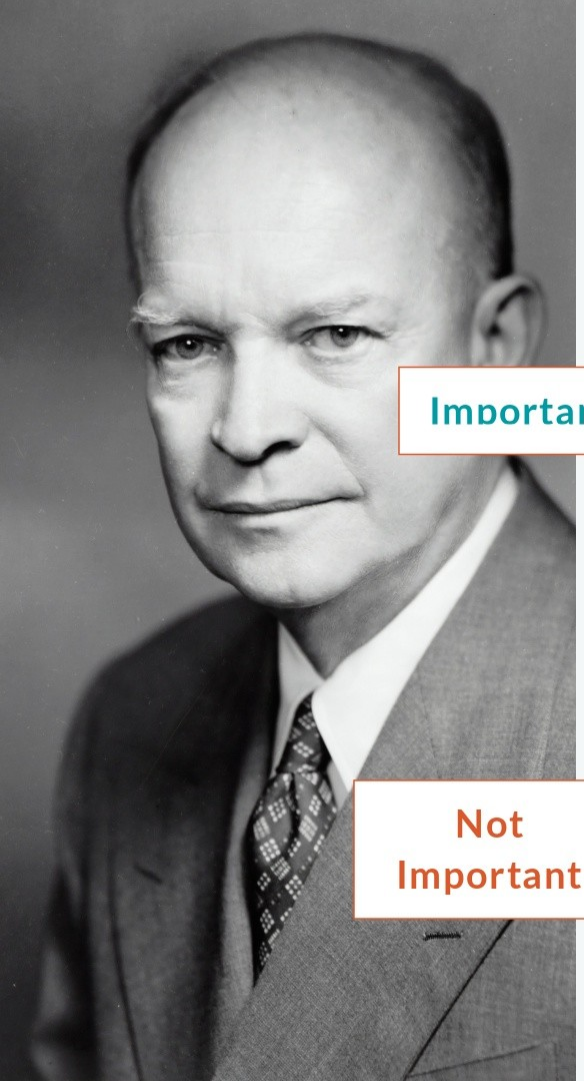
#prioritize

TACTIC

Eat That Frog

Do the hard thing first

"It has been said that if the first thing you can do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long."
#prioritize



The Eisenhower Matrix

	Urgent	Not Urgent
Important	**Do** • Do It Now • *e.g. respond to hospital CEO* • *e.g. finish college application*	**Decide** • Decide on a time to complete • *e.g. build orientation program* • *e.g. connect with important friends*
Not Important	**Delegate / Automate** • Minimize time spent here • *e.g. answering emails*	**Delete** • Eliminate • *e.g. social media surfing*

The Eisenhower Matrix

Not Urgent

Important

Decide

- Decide on a time to complete
- *e.g. build orientation program*
- *e.g. connect with important friends*

TACTIC

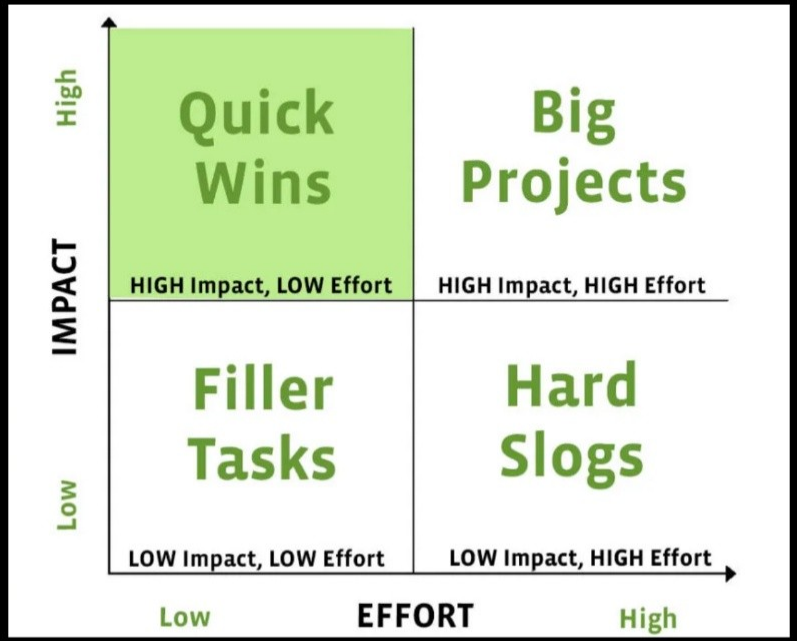
Commit to these

#prioritize

The Action Priority Matrix

TACTIC

Prioritize for Maximum Impact with Minimum Effort

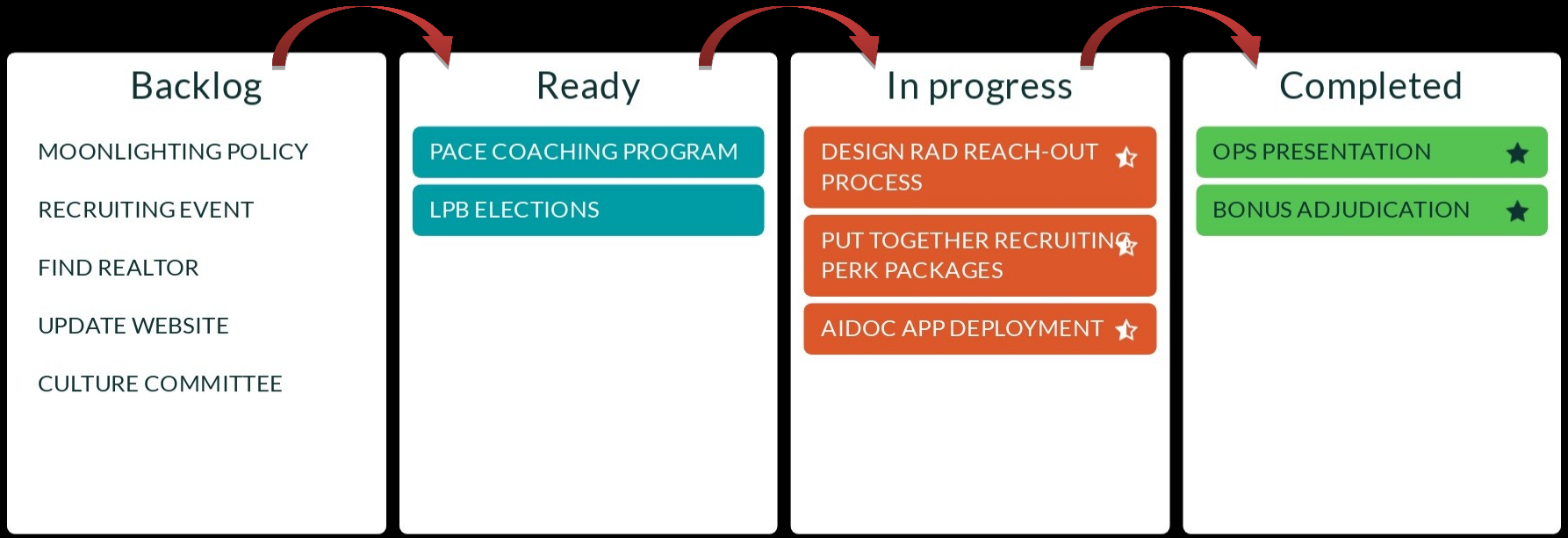


Project Rank	Priority Score Impact / Effort	Impact	Effort
Simplify Profuse process	2.3	9	4
Simplify orientation	2.0	6	3
Weekend subspecialty coverage	2.0	8	4
Restart productivity messaging	1.8	7	4
Retire remote swing	1.5	9	6
Install scribe workflow at SMH	1.3	8	6
APP Fluoroscopy	1.3	9	7
Vacation Scheduling	1.3	5	4
APP fluoroscopy	1.3	10	8
RAF Recruiting Deck	1.1	8	7
Build Qgenda lookup into PMM	1.1	8	7
Fluoro supervision	1.1	10	9
TAVR Improvement	1.0	6	6
Presidents Council Evolution	1.0	8	8
Simplify handbook	1.0	4	4
SMH anticoagulation policy	1.0	7	7
Breast Call Pool	0.9	7	8
RSNA REF	0.7	4	6
Thyroid Clinic	0.5	4	8

#prioritize

TACTIC

Use Kanban Board for Works In Progress



The Anthony Gabriel Project Flywheel: Limit your WIPs.
Complete one project, then use momentum to start the next.

#prioritize

#prioritize

The List Funnel
Schedule Your Unscheduled Tasks
Schedule an Urgent Block
Eat That Frog
The Eisenhower Matrix
The Action-Priority Matrix
Put Projects on a Kanban Board
Limit your Works In Progress

part
three.

#Do

Tactics to get the work done

Fact: You know you are procrastinating when you start looking up memes about procrastination.

someecards
user card

embrace not
feeling like it
and just start.
#do

MOTIVATION DOESN'T LEAD TO ACTION, BUT ACTION LEADS TO MOTIVATION.

Thibaut Meurisse
Immediate Action : A 7-Day Plan to Overcome Procrastination and Regain Your Motivation

#kindlequotes

#do

TACTIC

Commit to 5 minutes

Starting is Hard. Committing to just 5 minutes lowers the barrier to entry. You'll probably get momentum.

#do

TACTIC

shrink the task until starting is trivial.

- [ ] Run 5 miles
- [ ] Run 2 miles
- [ ] Go for a walk
- [x] Put on your shoes

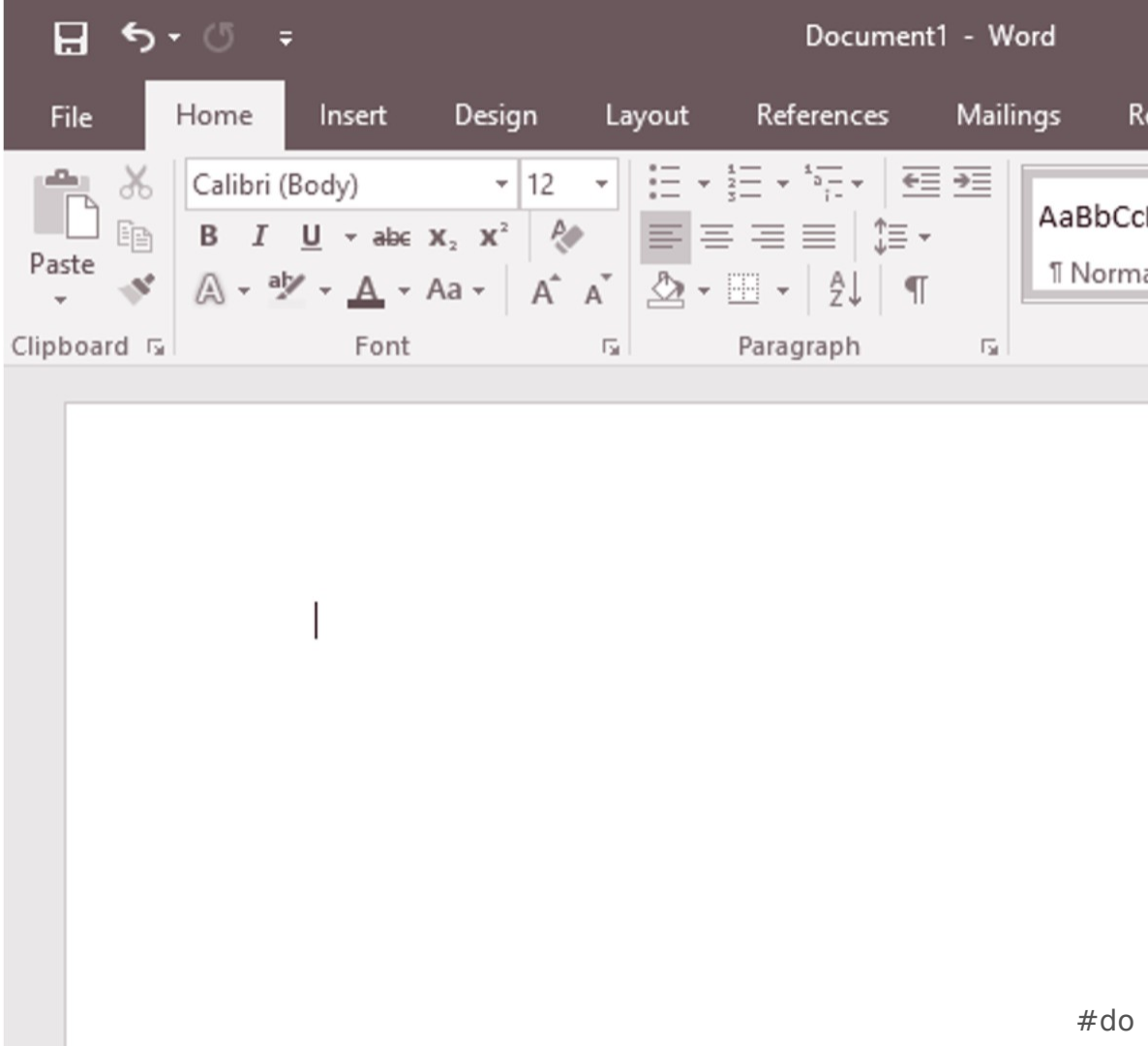
#do

TACTIC

The ZERO DRAFT Concept

It's easier to edit than to create

Quickly start any project with a **"zero draft,"** even if it's garbage. Don't waste time struggling to create a polished first draft.



The First Blackberry

The Zero Draft Blackberry

When you pause a task, make it easy to start again

Don't pause your work at a natural stopping point!

TACTIC

Stop right in the middle of:

- An email
- A chapter
- A spreadsheet

TACTIC

Use a Hemingway Bridge

Use Yesterday's Momentum Today

Getting started is hard. Make it easier.

When you put down a project, write down the next step, and any details you're likely to forget by tomorrow, so your future self can pick it back up.

#do

For the lower priority items
that loiter too long on your list:
TACTIC
half-do them
and move on.
#do

WILLPOWER

#do

Take your

out of the equation

#do

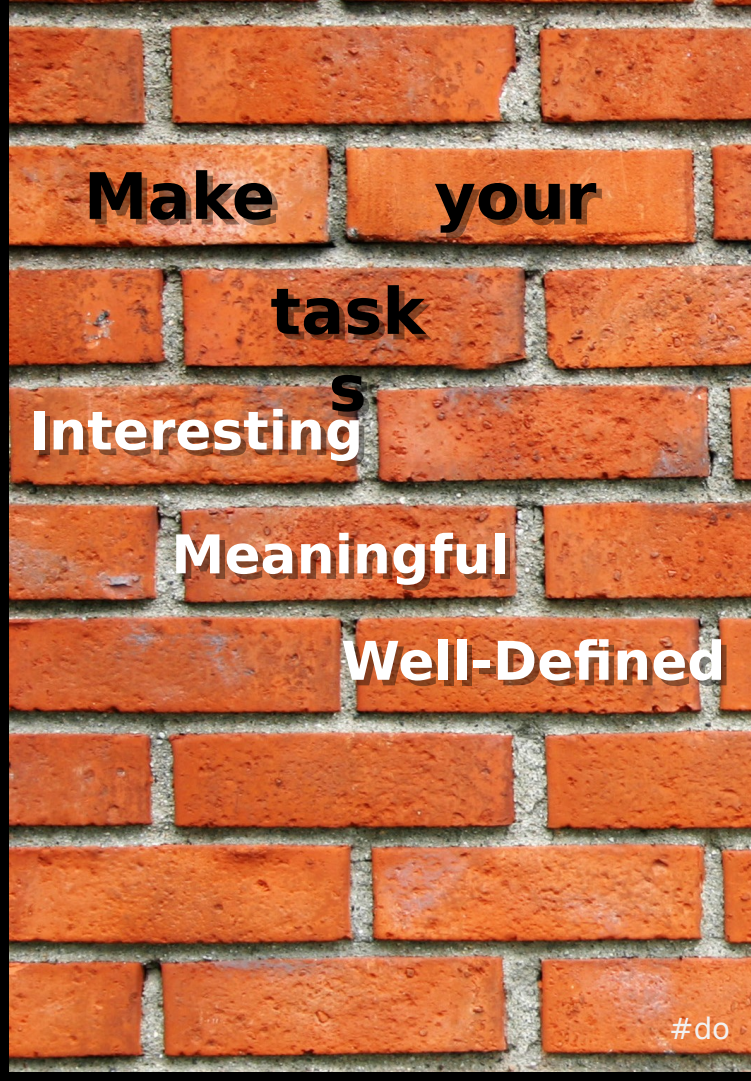
TACTIC

AUTOMATE instead of depending on willpower

- Write down exactly when and how you will do something
- Schedule recurring reminders
- Write a process flow chart
- Build habit stacks

> “Every task that is interesting, meaningful and well-defined will be done, because there is no conflict between long-and short-term interests. Having a meaningful and well-defined task beats willpower every time.”

Sönke Ahrens



TACTIC

IMAGINE YOUR DAY HAS 4 QUARTERS

Waste some time?
Don't wait until tomorrow to get a fresh start. Try again in the day's next quarter.

#do

The Pomodoro Technique

TACTIC

Set a timer

Work for 25 minutes

Break for 5 minutes

Repeat thrice

Break for 20 minutes

#do

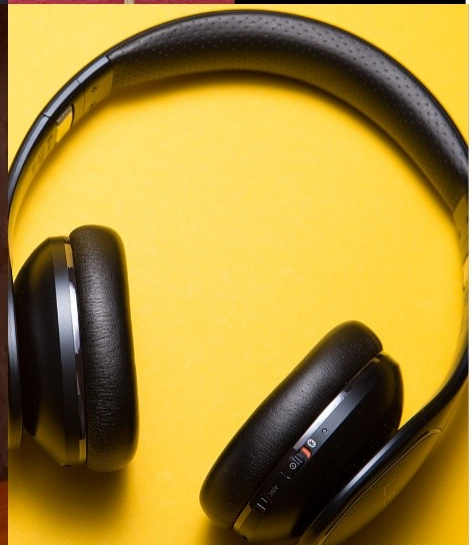
Gamify Your Work!

Invent Deadlines and Time Yourself

TACTIC

Try Short-Term Deadlines Throughout the Day for Quicker Tasks

Give Your Projects Deadlines, Even if You Have to Invent Them



You're more likely to find a behavior attractive if you get to do one of your favorite things at the same time.

James Clear

Atomic Habits

TACTIC

Temptation Bundling

#do

#do

The 2-Minute Rule
Shrink the Task Until Starting is Trivial
The Zero Draft Tactic
The Pomodoro Technique
Pause in the Middle, not at a Stopping Point
Half-Do It and Move On
Invent Deadlines
The Hemingway Bridge
Temptation Bundling
Imagine Your Day Has 4 Quarters

part four.

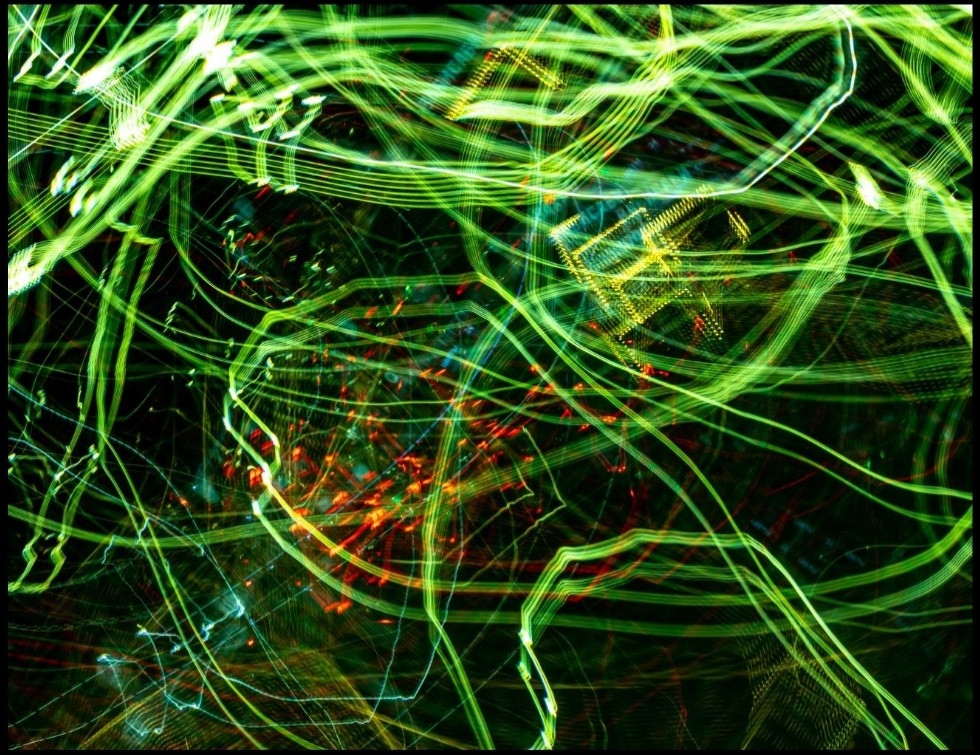
#Focus.

#Focus: The Goal versus The Enemy

Flow

Complete immersion and focused involvement in an activity, such that the individual is fully engrossed and loses a sense of time and self-consciousness. When in a flow state, one is typically performing at their highest levels of capability.

#Focus: The Goal versus The Enemy



Distraction

It takes an average of **23 minutes and 15 seconds** to return to a state of focus after an interruption.

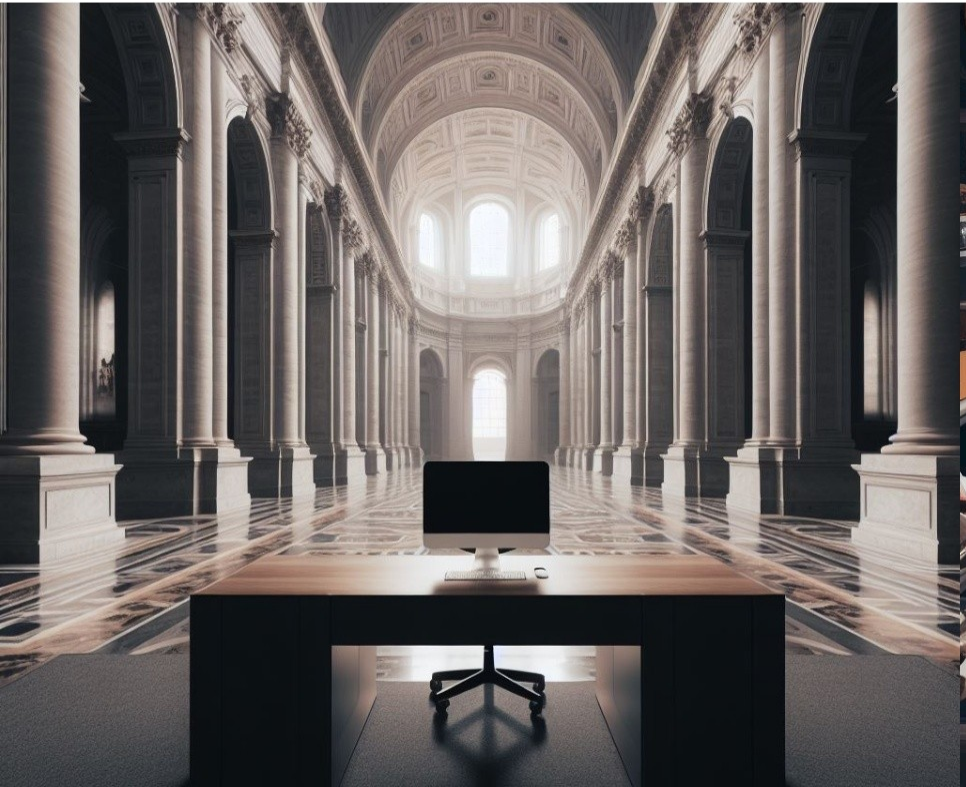
#focus

Multitasking Is a Myth

The Cathedral Effect

TACTIC

The environment we find ourselves in powerfully shapes our thinking



1/ Do Not Disturb

2/ Log Out of Apps

3/ Turn Off Email Alerts

4/ Turn on Black & White

TACTIC

Prepare Your Digital Environment

#focus

find motivation from
coworking
even if you're remote
#focu

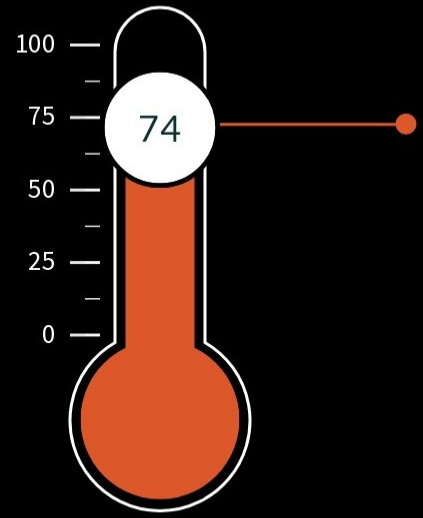
TACTIC

coworking streams

twitch

#focu

Email: A list of someone else's priorities



The average office worker checks their email 74 times per day

TACTIC

Instead of responding to every ding, batch-check your email 2x/day

Practice Meta-Awareness

Be aware of what your awareness is pointed at

TACTIC

Set an hourly **awareness check-in** alarm

#focus

one last paradigm.

TIME MANAGEMENT

ENERGY MANAGEMENT

Physical Energy

Nutrition | Sleep | Fitness

Mental Energy

Focus | Creativity

Emotional Energy

Transforming Threat Into Challenge

Spiritual Energy

Higher Meaning

Physical Energy
Nutrition | Sleep | Fitness
UNDERTRAINED
Mental Energy
Focus | Creativity
OVERTRAINED
Emotional Energy
Transforming Threat Into Challenge
OVERTRAINED
Spiritual Energy
Higher Meaning
UNDERTRAINED

Physical Energy
Nutrition | Sleep | Fitness
UNDERTRAINED
Mental Energy
Focus | Creativity
OVERTRAINED
Emotional Energy
Transforming Threat Into Challenge
OVERTRAINED
Spiritual Energy
Higher Meaning
UNDERTRAINED

Physical Energy

Sleep & wake at consistent times

Many small meals | Minimize simple carbs | 48-64 oz water

2x strength and 2x interval cardio per week

Connect every task to your life purpose, vision and goals

Spiritual Energy

The Productivity Tactic Playbook

#organize

Capture Everything
Periodic Brain Dump
Creativity in Zen Spaces
What's the Physical Next Action?
Keep a "Waiting For" List
Keep a "Quick" List

#prioritize

The List Funnel
Schedule Your Unscheduled Tasks
Schedule an Urgent Block
Eat That Frog
The Eisenhower Matrix
The Action-Priority Matrix
Put Projects on a Kanban Board
Limit your Works In Progress

#do

The 2-Minute Rule
Shrink the Task Until Starting is Trivial
The Zero Draft Tactic
The Pomodoro Technique
Pause in the Middle, not at a Stopping Point
Half-Do It and Move On
Invent Deadlines
The Hemingway Bridge
Temptation Bundling
Imagine Your Day Has 4 Quarters

#focus

The Cathedral Effect
Set Your Digital Environment
Batch-Check E-mails
Set an Awareness Check-In Alarm
Find Motivation From Coworking
Cultivate Your Physical and Spiritual Energy